Air Education and Training Comma

Training Programs Management



MSgt Jimmy Dillon, Jr. 82d Medical Group Group Training Manager



Overview



- Master Training Plans
- Initial Orientation Process
- CDC Program Management
- Upgrade Training
- Documentation
- Useful Websites





 AFI 36-2201, Vol 3, states it is the responsibility of the supervisor to develop a Master Training Plan

 What is it? A Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned.





 Used to standardize training and give trainee's, trainer's, supervisor's, NCOIC's, and OIC's an overview of the training process for the duty section. (ROADMAP)





- What's in it?
- 1. Initial Orientation Checklist (AF Form 623a)
- 2. Job Description for each duty position
- 3. Upgrade requirements for 5 & 7 levels
 - CDC's that must be completed
 - Time Requirements
 - RAMS or QTP's (if any) or 7 level school





- 4. CDC procedures (for each skill level)
 - What sequence volumes will be issued
 - Procedures for checking progress
 - New Wing Policy we discussed last quarter





- 5. Testing procedures for CDC's
 - When to schedule pre-testing
 - Course Exam procedures
- 6. Master Task Listing (MTL) CFETP
 - Identifies all tasks required for duty section
 - Identifies tasks for upgrade to 5 or 7 level
 - Identifies duty position specific tasks





- 7. Task Qualification Roadmap
 - Identifies which task will be trained first, second, etc
 - Time-frame of expected completion
- 8. Recurring Training Items
 - Ancillary training, annual training, deployment training, etc...
- A good MTP is easy to follow and lays out what it takes for someone in my section to get fully qualified to do their job



Initial Evaluation



- Timeframe within 60 days of assignment
- Requirements
 - Conduct and document initial evaluation of knowledge and skills
 - Reflects qualifications and training requirements





Formal school graduates

 Purpose- to determine the effectiveness of the training received

 Process – use appropriate CFETP/STS





- Experienced personnel who are newly assigned to the work center
 - Review training record
 - Identify duty position tasks
 - Add or erase circles as applicable





- Experienced personnel who are newly assigned to the work center (con't)
 - Tasks previously signed off and still required, evaluate the individual on them
 - If individual can still do the task within the work center standard for speed and accuracy then leave as is





- Experienced personnel who are newly assigned to the work center (con't)
 - If unqualified, decertify the individual on the task, and annotate 623a
 - Question individual to determine task knowledge
 - Procedures and standards may differ between work centers



Define Training Requirements



- Determine duty (job) position requirements
- Compare trainees skills to knowledge
- The list of tasks which members can not perform defines the individuals training requirements





- Vital program that must be properly administered and managed
- Chapter 9, AFI 36-2201, volume 3 covers
 CDC administration in detail
- Local Wing Policy Decision Logic Table
- How does the process work?





- CDC is required and available
 - Base or unit training manger request enrollment
 - Done when they in-process my office

 Unit training manger issues CDC material to the supervisor and trainee





- Supervisor issues first volume
 - Determines sequence
 - Sets overall course completion schedule
 - Each volume must be completed within 30 days





- Trainee completes unit review exercises
 - Open book teaching device
 - Trainee transfers answers to Field Scoring Sheet ECI Form 34
 - Supervisor scores and conducts review training on areas missed

CDC	V	DLUME	FORM #		TRAINEE'S NAME	(Last, first, M	(I)		GRADE	
00	01. @ B C C	026.	@ 6 6 6	051.	@@@	076.	a 6 C	@ 101.	a600	
00	o2. @BC@	027.	a 6 6 6	052.	a b c d	077.	a 6 6	@ 102.	. abcd	
QQ	3. @ 6 6	028.	@ @ @ @	053.	a b c d	078.	a b c	@ 103.	a 666	
00	04. @ (B) (C) (B	029.	866	054.	a b c d	079.	a b c	@ 104	. @ 6 6 6	
00	5. @ 6 @ @	030.	9 9 9	055.	@ (1) (2) (3)	080.	90 0	@ 105	. @ © © Ø	
00	6. @BCC	031.	@ B C O	056.	@B© @	081.	@ () (()	@ 106.	. @ @ @ @	
0	24. @@@@	049.	@6 000	074.	@ 6 6 6	099.	@6	⊕ 124.	0000	
02	25. 0000	050.	@ @ @	075.	a b c d	100.	a b c	@		
REVIEW TRAINING DATE STARTED			DATE STARTED	DATE DUE COMPLI		ETION D		DATE COMPLETE	ATE COMPLETED	
SUPERVISOR'S SIGNATURE				TRAINEE'S SIGNATURE						





- Trainee completes last URE
- Supervisor conducts a comprehensive review of entire CDC
- This review must be documented on the AF Form 623a with both supervisor and trainee signatures. "A comprehensive review over CDC 2W051 was conducted with my trainee and he/she is ready to take their course exam."





The UTM schedules exam within 30 days of notification of test arrival

Tests are always on Thursday

 Results can be found out on following Tuesday





Satisfactory results received

 Supervisor conducts and documents review training, signs and places the CE scorecard in the AF form 623 until trainee completes upgrade

CERTIFICATION OF C	<u>05-DEC-2003</u>									
Name 32 JOE MILLIO	<u>VAIRE</u>	SSN <u>0123</u>	Course 4N051A							
Enrollment Date 19	-MAY-2003 Nu	mber of Volumes in Co	ourse <u>04</u>							
VRE/CE	DATE RECEIVED	SCORE	STUDY HOURS							
CE	06-NOV-2003	082	015							
TOTAL ITEMS SCORE 015 018 205 216 449 471 473 600	218 419 420	423 429 434	435 446 448							
MINIMUM PASSING SCORE 065 COURSE STUDY HOURS 072 FOR OFFICIAL RECORD QUESTIONS SEE YOUR TRAINER OR EDUCATION OFFICER										
REVIEW TRAINING STARTED DUE COMPLETION COMPLETED										
NOT REQUIRED										
SUPERVISOR	R'S SIGNATURE	TRAINEE'S SIGNATURE								





Initial unsatisfactory results received

 Commander interviews supervisor and trainee with the help of the UTM within 30 days of notification

Determines reason for failure and corrective action





- Second unsatisfactory results received
 - Commander interviews supervisor and trainee with the help of the UTM within 30 days of notification
 - Determines reason for failure
 - Commander selects option





- Reactivation procedures for expired enrollment
 - Squadron commanders or equivalent may approve if the period of the disenrollment is 90 days or less

 Reactivations beyond 90 days must be approved by the group commander





5 level

- Complete mandatory CDC's
- All core tasks trained/signed-off in CFETP
- Other duty-position requirements trained/signed-off
- Complete minimum 15 months in UGT
- Recommended by the Supervisor should be done NLT 90 days after eligible





7 Level

- Be a Staff Sergeant
- Complete mandatory CDC's
- All core tasks trained/signed-off in CFETP
- Other duty-position requirements trained/signed-off
- Attend 7 level school, if available
- Complete minimum 12 months in UGT
- Recommended by the Supervisor should be done NLT 90 days after eligible





5 Level Retrainee

- Must meet all mandatory requirements as normal upgrade
- Timeframe shorter only 9 months





7 Level Retrainee

- Must meet all mandatory requirements as normal upgrade
- Timeframe shorter only 6 months
 IF HELD 7 LEVEL IN PRIOR AFSC



Documentation



Training record is a historical document

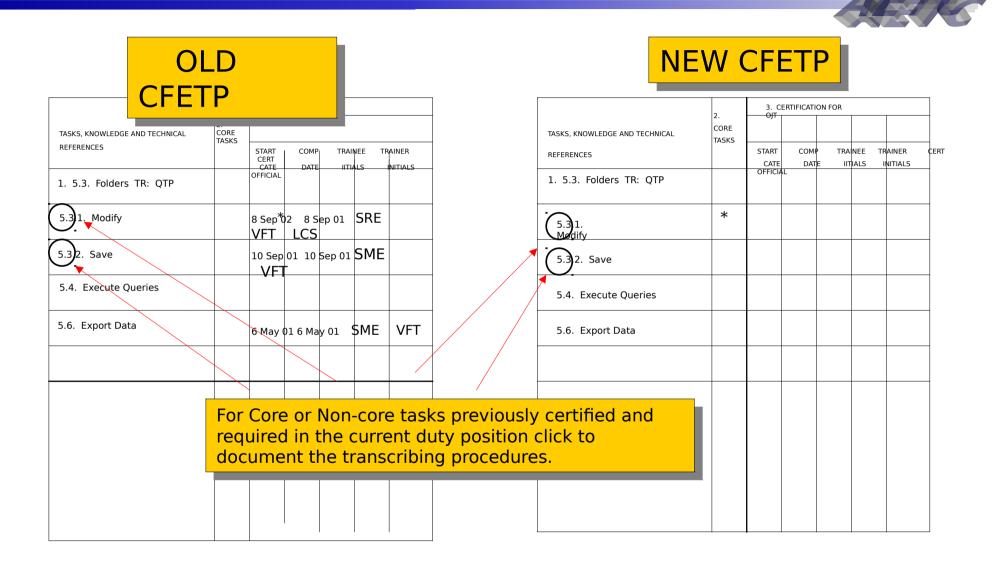
Document training often

CFETP / AF Form 623a



Transcribing Procedures

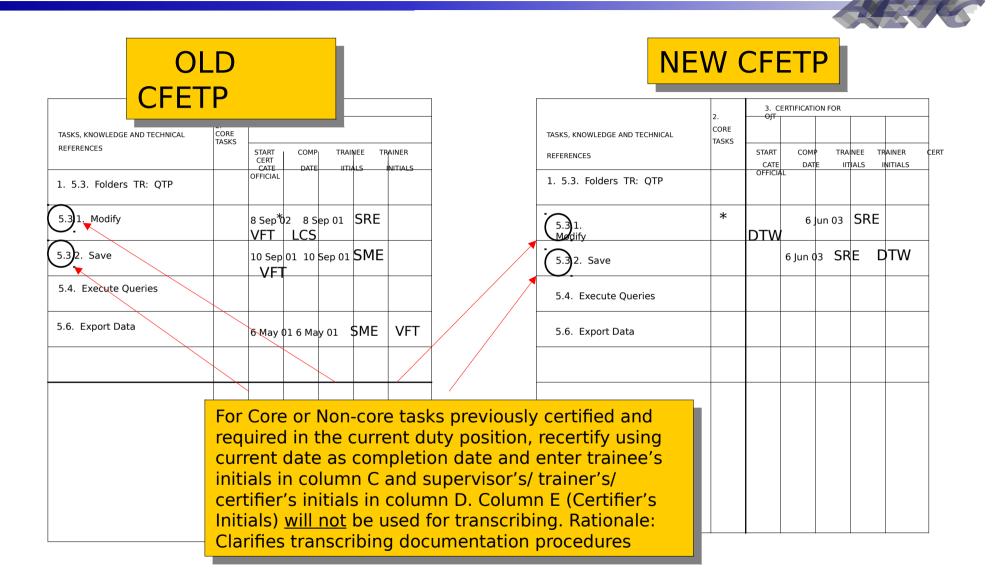






Transcribing Procedures

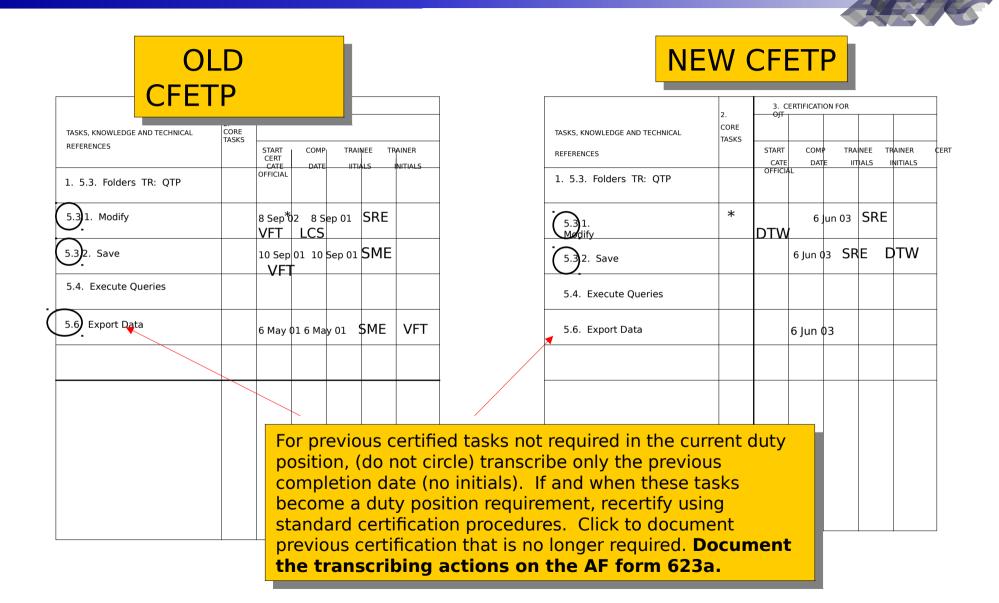






Transcribing Procedures







AF Form 623a



EXAMPLE: AF FORM 623a Documentation Procedure

ON - THE - JOB TRAIING RECORD

CONTINUATION SHEET

10 Jan 00

SSgt Jones reported to duty from 3 level school on 10 Jan 00. He was issued training records and given a trainee orientation briefing. The orientation briefing was placed in his training records.

Tom Wilson Larry Jones

Supervisor: TSgt Tom Wilson SSgt Larry Jones Trainee:

Trainee and supervisor will sign and date all entries annotated on the AF form 623a.



Useful Websites



- Air Force Institute for Advanced Distance Learning (AFIADL)
- http://www.maxwell.af.mil/au/afiad l/main.htm
 - CDC Availability
 - Average Scores AF Wide for AFSC CDC's



Useful Websites



- Air Force Pubs site has forms, AFI's, and CFETP's
- http://www.e-publishing.af.mil

- Air Force Formal Course Listing
- https://etca.randolph.af.mil/





Questions?

Comments?